**Competency Assessment**

**Project 9-1: Research Paper**

**You are writing a paper about the health benefits of wine and are ready to check the spelling in your document.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***benefits\_of\_wine*** document from the lesson folder.

**2.** On the Review tab in the Proofing group, click the **Spelling and Grammar** button.

**3.** Click the **Options** button in the Spelling and Grammar dialog box to change the Writing Style. The Word Options screen opens in Backstage view. Select **Proofing** and under the section When correcting spelling and grammar in Word, click the **drop-down arrow** beside the Writing Style command box and select **Grammar Only**. Click **OK**.

**4.** The Spelling and Grammar check will stop on the words/phrases listed in the following table; for each misspelled word, take the action indicated in the table.

**Misspelled Word Corrected Word Action to Take**

Choleterol cholesterol Change All

polyphenl Polyphenol Change All

But what about white wine? Ignore Rule

Stuttaford Ignore All

Healthspan Ignore All

Teissedre Ignore All

The USDA makes it clear. . . Ignore All

Cancers Ignore All

Agatston Ignore All

**5.** When the prompt appears stating that the spelling and grammar check is completed,

click **OK**.

**6. SAVE** the document as ***benefits\_of\_wine\_final*** in your USB flash drive in the lesson

folder.

**LEAVE** Word open for the next project.

**Project 9-2 Books and Beyond Handbook**

**You work for Books and Beyond and the manager needs your assistance in using the AutoCorrect Options in Word. Your task is to manually proof the document and locate the six occurrences of Books and Beyond. You will be using the AutoCorrect to add © after Books and Beyond for each occurrence.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***handbook\_acknowledge*** document in the lesson folder.

**2.** In the first paragraph, first sentence, place your insertion point after d in Beyond. Key **(C)** to insert the copyright symbol in the document.

**3.** In the first paragraph, second sentence, place your insertion point after d in Beyond. Key **(C)** to insert the copyright symbol in the document.

**4.** In the second paragraph, second sentence, place your insertion point after d in Beyond. Key **(C)** to insert the copyright symbol in the document.

**5. SAVE** the document as ***handbook\_acknowledge\_update*** in your USB flash drive in the lesson folder.

**LEAVE** the document open for the next project.

**Assessment**

**Proficiency Assessment**

**Project 9-3: Books and Beyond Handbook Review**

**Sonny is one of the managers at Books and Beyond and has asked you to comment on the document.**

**GET READY. LAUNCH** Word if it is not already running.

**1.** For every occurrence of Books and Beyond, add the following comments: **The document**

**should be consistent throughout. Consider using B & B throughout or spell out.**

**2.** Locate the title The Vice President of Operations and add the following comment:

**The Vice President of Operations is replaced with the new title, Vice President of Support Services.**

**3. SAVE** the document as ***handbook\_mycomments*** in your USB flash drive in the lesson

folder.

**LEAVE** Word open for the next project.

**Project 9-4: Showing Comments as Inline**

**Sonny is out of town and is interested in reviewing any comments you may have regarding the handbook. You will be emailing this document to him with comments displayed as inline. You will be working with the previous document from Project 9-3.**

**GET READY. LAUNCH** Word if it is not already running.

**1.** Change the Show Markup settings to display comments as **inline** only.

**2.** SAVE the document as ***handbook***\_***inline\_comments*** in your USB flash drive in the lesson folder and close the file.

**LEAVE** Word open for the next project.

**Mastery Assessment**

**Mastery Assessment**

**Project 9-5: Blue Yonder Airlines Stock Agreements**

**Blue Yonder Airlines employs you, and one of your recent responsibilities is proofing all documents. The stockholders agreement document contains many misspelled words. Use the Spelling and Grammar check to correct the misspellings.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***stock\_agreement*** document from the lesson folder.

**2.** Locate all errors and correct them.

**3. SAVE** the document as ***stock\_agreement\_final*** in your USB flash drive in the lesson folder and close the file.

**LEAVE** Word open for the next project.

**Project 9-6: Job Description**

**The job descriptions for flight attendants have been emailed to all flight attendants for their comments. Review the comments and display comments inline with the vertical reviewing pane.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***flightattendant*** document from the lesson folder.

**2.** Change the comments to display as inline.

**3.** Display the reviewing pane vertically.

**4. SAVE** the document as ***flight\_attendant\_comments*** in your USB flash drive in the lesson folder.

**CLOSE** Word.